



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331

Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: **PJ-1**

May 9, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**LAWNDALE LIBRARY PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
AWARD AGREEMENT
SUPERVISORIAL DISTRICT 2
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND THE
COUNTY LIBRARIAN THAT YOUR BOARD:**

1. Establish Capital Project 77481 for the Lawndale Library Project.
2. Approve the enclosed Appropriation Adjustment in the amount of \$326,000 to fund the preparation of the State grant application for the Lawndale Library Project from Second District Unallocated Capital Project funds.
3. Award and authorize the Director of Public Works to execute an agreement with Gruen Associates to provide consultant services for the Lawndale Library Project for a not to exceed fee of \$164,000, and establish the effective contract date following receipt of insurance certificates filed by the consultant.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In order to prepare preapplication work to submit a grant application to the State for library construction funds, we are recommending that your Board establish the Capital Project,

approve an appropriation adjustment, and award an agreement for consultant services for the Lawndale Library Project. The project is planned to be financed with State grant and Second District Unallocated Capital Project funds.

The project will consist of constructing a two-story, approximately 17,500-square-foot library facility and associated surface parking adjacent to the Lawndale City Hall. The proposed library will address the projected 2020 library service needs for the Lawndale community.

Public Library anticipates applying for matching grant funds under the California Library Construction Bond Act of 2000 for the project. As part of the grant application process, the applicant is required to prepare and submit various planning and design documents, including a community needs assessment, library plan of service, building program, engineering surveys, and a conceptual design. The agreement with Gruen will complete these documents. The enclosed Appropriation Adjustment provides funds for the initial costs associated with preparing and submitting the grant application. Public Library expects to submit the grant application in March 2003.

Implementation of Strategic Plan Goals

These actions are consistent with the County's Strategic Plan Goals of Service Excellence as the proposed library will provide improved library service to the Lawndale community and will address the projected library needs in this community to the year 2020. These actions are also consistent with the Goal of Children and Families' Well-Being as the proposed library will provide educational facilities and programs for enhancing educational/workforce readiness.

FISCAL IMPACT/FINANCING

The recommended agreement with Gruen for consultant services is for a total not to exceed fee of \$164,000. Sufficient appropriation will be available to fund the award of the agreement upon your Board's approval of the enclosed Appropriation Adjustment. The Appropriation Adjustment will transfer \$326,000 from the Second District Unallocated Capital Project funds to cover the initial project costs associated with preparing and submitting the grant application, including project management and consultant services.

The total project cost, including land acquisition, plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, County services, and library materials, is currently estimated at \$7,660,000. A total project cost estimate and funding plan will be finalized and presented to your Board for approval prior to submitting the grant application to the State.

The total grant eligible costs are estimated to be \$6,560,000. Eligible costs include land acquisition and site development; design and construction; furniture, fixtures, and equipment; and related planning and management costs. For projects that are awarded grant funds, the State will provide 65 percent of the total eligible costs, estimated at \$4,260,000. The County is required to commit local matching funds equivalent to 35 percent of the total eligible costs, estimated to be \$2,300,000, as well as fund other noneligible costs, including a start-up cost of approximately \$1,100,000. Additionally, the annual operating costs for the new library will increase by \$1,600,000.

To meet the local match requirement of \$2,300,000, the City of Lawndale has agreed to provide up to \$500,000 for site improvements and a land credit estimated at \$500,000; and the Second District has committed \$1,000,000 of its unallocated capital funds. The project team is reviewing options to close the remaining gap of \$300,000 for the local match and the additional \$1,100,000 for start-up costs. Prior to submitting the grant application in March 2003, funding for these issues and the ongoing operating cost increase of \$1,600,000 will require resolution.

Under the provisions of the State Library Bond Act, your Board will be required to approve the project, certify the local matching funds, and commit to operating the library for the next 40 years upon submittal of the grant application. Public Library does not expect to have funds available within its operating budget to pay for the increased annual cost of operating the new facility.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The California Library Construction Bond Act of 2000 was approved by California voters as Proposition 14 in March 2000 and provides \$350,000,000 in State bond funds for grants on a 65 percent State and 35 percent local matching basis. Local library jurisdictions may apply for construction grant funds under the Bond Act to build new library facilities. The grants will be awarded on a competitive basis in three application cycles. The deadlines for the three funding cycles are June 14, 2002; March 28, 2003; and January 16, 2004; respectively. To allow sufficient time to complete the required planning, design, and environmental documents and to ensure a strong application package, the County is planning to submit a grant application for the Lawndale Library Project for the March 28, 2003, funding cycle deadline. The State is expected to take approximately six months to review grant applications and award grant funds.

Currently, the County owns the land where the existing library is located a a portion of the proposed building site. The City owns the other portion of land where the proposed library will

be located. The County and City would enter into a land swap agreement on the basis of equal land value. This Board-adopted agreement would be predicated upon the project receiving grant funding.

A standard agreement for the consulting services, previously approved as to form by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, Gruen is willing to consider Greater Avenues for Independence Program participants for future employment.

Gruen is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

ENVIRONMENTAL DOCUMENTATION

Awarding this agreement will have no environmental impact. The required environmental documentation will be completed and presented to your Board for adoption prior to submitting the grant application to the State.

CONTRACTING PROCESS

On November 13, 2001, the Architectural Evaluation Board recommended 21 firms to perform as-needed architectural/engineering services for potential library projects identified by your Board for Library Bond Act applications. On February 21, 2002, Public Works issued a Request for Proposals to these 21 firms. Of the 21 firms, 9 submitted proposals for consideration. On March 11, 2002, Public Works and Public Library selected and ranked the five best qualified firms. Gruen was determined to be the firm most qualified for this project.

On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. However, this contract opportunity was not listed on the website because the AEB evaluation process was used. Public Works uses the website to offer general consultant opportunities, and the AEB supplements its Business Listing of Architectural Firms from the website information.

Gruen has agreed to provide the required consultant services for a not to exceed fee of \$164,000. This fee includes preparation of a community needs assessment, library plan of

The Honorable Board of Supervisors
May 9, 2002
Page 5

service, building program, geotechnical and topographical surveys, and a conceptual design to meet the State Library Bond Act grant application requirements. The fee also includes additional and reimbursable services which will only be used if additional work is requested and approved by Public Works. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Gruen's fee schedule, Community Business Enterprise participation data, and three-year contracting history are on file with Public Works.

IMPACT ON CURRENT SERVICES

The preparation of the planning, design, and environmental documents required for the grant application will have no impact on current County services or projects. The County will evaluate the environmental documentation and will develop and incorporate appropriate mitigation measures as a part of the project if required.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Public Library, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

MARGARET DONNELLAN TODD
County Librarian

EL:njc
A:\Lawndale.wpd

Enc.

cc: County Counsel
Department of Public Social Services (GAIN Program)